FY 2014 and FY 2015 NS Application for Funding
Pediatric Endocrine Services

ISDH Maternal and Child Health Division (MCH) makes funds available for specific programs using this Grant Application Procedure (GAP). This GAP has been specifically designed for the Pediatric Endocrine Services program.

This Grant Application Procedure is integrated with the mission of the Indiana State Department of Health (ISDH): "The Indiana State Department of Health supports Indiana's economic prosperity and quality of life by promoting, protecting and providing for the health of Hoosiers in their communities."

ISDH has also developed the following priority health initiatives:

1. Data-driven efforts for both health conditions and health systems initiatives
   - Effective, efficient, and timely data collection.
   - Evidence-based and results-oriented interventions based on best practices.
2. INShape Indiana
   - Promotion of prevention and individual responsibility especially in the areas of obesity prevention through good nutrition and exercise and smoking cessation.
   - Participate in this effort with all components of communities – collaborative partners.
   - Integrate INShape opportunities in all programming and communications.
3. Integration of medical care with public health
   - Appropriately targeted access to care for underserved Hoosiers.
   - Opportunities for Medicaid demonstration projects to showcase successful public health-based interventions.
   - All direct and enabling services providers must be Medicaid providers
4. Preparedness
   - Continual scanning for developing public health threats regardless of cause of the threat (particularly direct medical care projects).
   - Planning and training for poised and effective response to threats that cannot be prevented.
   - Coordinate with the Local Public Health Coordinator.

Instructions

1. An application for Newborn Screening (NS) funds must be received by ISDH MCH by Friday, March 15, 2013 at 4:30 pm EST.
2. Mail application to: Indiana State Department of Health
   ATTENTION: Vanessa Daniels
   2 North Meridian Street, 2C
   Indianapolis, IN 46204
3. Submit the original proposal and three copies. Do not bind or staple.
4. The application must be typed (no smaller than 12 pitch, printed on one side only) and double-spaced. Each page must be numbered sequentially beginning with Form A, the Applicant Information page.
5. The narrative sections of the application must not exceed 30 double-spaced, typed pages. Applications exceeding this limit will not be reviewed.
6. Appendices, excluding CVs, must not exceed 20 pages. Appendices that serve only to extend the narrative portion of the application will not be accepted.
7. The application must follow the format and order presented in this guidance. Applications that do not follow this format and order will not be reviewed.
8. The application will not be reviewed if all sections are not submitted.

Note: Questions about this application should be directed to Bob Bowman, Director of Genomics and Newborn Screening, at 317.233.1231 or BobBowman@isdh.IN.gov.

CRITERIA FOR ELIGIBILITY

Prerequisites

Eligible applicants must have a board-certified pediatric endocrinologist on staff. Eligible applicants should also be affiliated with a laboratory capable of confirming diagnoses of pediatric endocrine disorders (including congenital hypothyroidism and congenital adrenal hyperplasia).

Purpose of Grant

Provide early intervention and direct or consultative follow-up services, as described in this application, for children born in Indiana and originally referred by the Indiana University Newborn Screening (NBS) Laboratory for having a newborn screening result that is presumptive positive for congenital hypothyroidism (CH) or congenital adrenal hyperplasia (CAH). A single applicant will be selected to receive funding for this project. Funding for this project is not expected to exceed $40,000 annually, unless written documentation of need for increased funding is submitted to and approved by ISDH.

NOTE: All patients, regardless of income, should receive necessary services.

Description of Required Services

Applicants must be able to provide the following services:

1) Ensure that all newborns born in Indiana and originally referred by the NBS Laboratory for pediatric endocrine disorders receive appropriate diagnoses, treatment, and follow-up services, including the following:
    a. Provide early contact with the primary care providers (PCPs) and/or families of children with NBS results that are presumptive positive for CH or CAH, including ensuring that appropriate diagnostic and/or confirmatory testing is performed as necessary, to include the following:
        i. Contacting the child's PCP to determine when the child will be seen by the PCP, when the child will be seen by a specialist (e.g. pediatric endocrinologist); and which provider will be caring for the child.
        ii. If the PCP cannot be identified, the grantee will contact the child's parent(s)/guardian(s) directly to identify the child's PCP.
        iii. If the child does not have a PCP, the grantee will offer their services.
        iv. **NOTE:** To ensure that all patients receive necessary services, grant money can be used to support staff who provide services to patients without other methods of reimbursement, provided that grant money is only utilized as payer of last resort **and** that all other methods of reimbursement (e.g. Hoosier Healthwise, Children's Special Health Care Services, sliding fee scale) have been exhausted.
    b. Provide additional consultations (including telephone consults) as needed regarding diagnosis, treatment, and follow-up services of pediatric endocrine disorders to health care providers throughout Indiana.
    c. Ensure that transportation plans are discussed with the families and/or PCPs and provide assistance as needed when resolving transportation issues.
    d. Disseminate appropriate educational materials to PCPs and/or families of newborns with CH or CAH (e.g. information on CH or CAH, brochures/applications/information on family resources).
    e. Refer families of newborns with pediatric endocrine conditions to appropriate resources (e.g. Children's Special Health Care Services, Women with Infants and Children, family support resources).
    f. Provide families with assistance when applying to appropriate resources and/or programs.
2) Increase awareness regarding health behaviors that impact the patient population and birth outcomes.
    a. Provide education regarding the negative effects of smoking and alcohol and the positive effects of taking folic acid.
    b. Ensure that patients who admit to smoking, drinking alcohol, or using drugs are referred to appropriate community resources.
3) Provide educational presentations to health care professionals and college or graduate-level students.

Size of Population Being Served

The grantee will be expected to provide services for children born in Indiana, their families, and health care providers throughout the state of Indiana. Annually, there are fewer than 75 newborns born in Indiana who are identified as being presumptive positive for CH or CAH.

Reporting Requirements

1) The grantee will be expected to maintain a log of follow-up services provided for all children receiving services funded by this grant. This log should include documentation of all telephone contacts.

2) The grantee will be required to attend quarterly meetings with the ISDH Director of Genomics and Newborn Screening and the ISDH Heelstick Program Director in order to clarify and resolve the status of any open cases.
3) The grantee will be expected to utilize the Indiana Newborn Screening Tracking & Education Program (INSTEP) web application, when available, in order to maintain complete records and track all children receiving services funded by this grant.

FORMS

Applicant Information (Form A)

NS Project Description (Forms B-1 and B-2) *NOTE: B-1 does not substitute for a project summary.*

Funding Currently Received by Your Agency from ISDH (Form C)

APPENDICES

Appendix A – Pediatric Endocrine Services Providers Annual Performance Report

Appendix B – Definitions (Pediatric Endocrine Services)

Appendix C – Grant Application Scoring Tool

Priority Health Needs for the MCH population

1. To decrease high-risk pregnancies, fetal death, low birth weight, infant mortality, and racial and ethnic disparities in pregnancy outcomes. (ISDH Priorities #1 & #3)

2. To reduce barriers to access to health care, mental health care and dental care for pregnant women, infants, children, children with special health care needs, adolescents, women and families. (ISDH Priorities #1, #3, & #4)

3. To build and strengthen systems of family support, education and involvement to empower families to improve health behaviors. (ISDH Priorities #1, #2, & #3)

4. To reduce morbidity and mortality rates from environmentally related health conditions including asthma, lead poisoning and birth defects. (ISDH Priorities #1, #2, #3 & #4)

5. To decrease tobacco use in Indiana, particularly among pregnant women. (ISDH Priorities #1, #2, & #3)

6. To integrate information systems which facilitate early identification and provision of services to children with special health care needs. (ISDH Priorities #1 & #3)

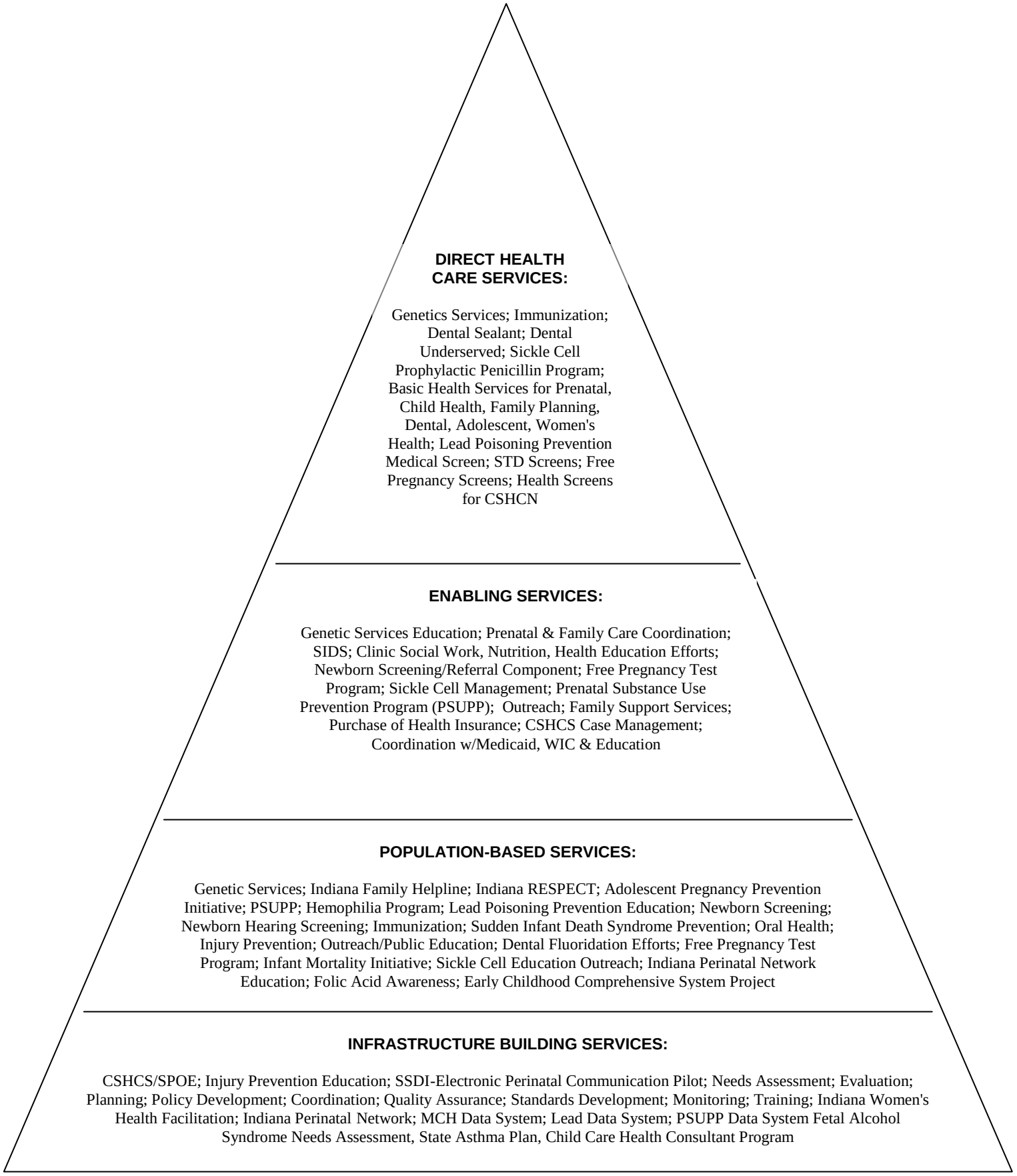
7. To reduce risk behaviors in adolescents including unintentional injuries and violence, tobacco use, alcohol and other drug use, risky sexual behavior including teen pregnancy, unhealthy dietary behaviors and physical inactivity. (ISDH Priorities #1, #2, & #3)

8. To reduce obesity in Indiana. (ISDH Priorities #1, #2, & #3)

9. To reduce the rates of domestic violence to women and children, child abuse and childhood injury in Indiana. (ISDH Priorities #1 & #3)

10. To improve racial and ethnic disparities in women of childbearing age, mothers, and children's health outcomes. (ISDH Priorities #1 & #3)

FIGURE 2: CORE PUBLIC HEALTH SERVICES



1. Applicant Information Page (Form A)

This is the first page of the proposal. **Complete all items on the page provided (Form A)**. The project director, the person authorized to make legal and contractual agreements for the applicant agency, must sign and date this document.

2. Table of Contents (created by applicant)

The table of contents must indicate the page where each section begins, including appendices.

3. Pediatric Endocrine Proposal Narrative

A. Summary (created by applicant)

Begin this page with the Title of Project as stated on the Applicant Information Page. The summary will provide the reviewer a succinct and clear overview of the proposal. The summary should:

- Relate to Newborn Screening program services only;
- Identify the problem(s) to be addressed;
- Succinctly state the objectives;
- Include an overview of solutions (methods);
- Emphasize accomplishments/progress made toward previously identified objectives and outcomes; and
- Indicate the percentage of the target population served by your project and the percentage of racial/ethnic minority clients among your clients served.

B. Forms B-1 and B-2

All information on the Project Description Forms (Forms B-1 and B-2) must be completed. Indicate how many clients will be served for FY 2014 and FY 2015. This summary form with its narrative will become part of the grant agreement and will also be used as a fact sheet on the project. Form B-2 requests specific information on each clinic site. The following information should be included:

FORM B-1

- **Project Description (created by applicant)**
  - The Project Description must include, at a minimum, a history of the project, problems to be addressed, and a summary of the objectives and work plan. Any other information relevant to the project may also be included, but this should be an abstract of the Project Summary described in section A. *Hint: If it runs to more than one page, you've written too much.*
  - May not be more than one page, but may be single-spaced.

FORM B-2

- The "Target population and estimated number to be served" on Form B-2 is for individual clinic site(s) and is the number to be served with Newborn Screening (NS) funds.

- The "NS Budget for Site" is the estimated NS funds budgeted for the individual clinic site.
- The "Services Provided in NS Budget Site" should include only those services provided with NS funds.
- The "Other Services Provided at Site" section should include all services offered at clinic site(s) other than NS funded services.

4. Applicant Agency Description (created by applicant)

Note: Large organizations should write this description for the unit directly responsible for administration of the project.

This description of the sponsoring agency should:

- Identify strengths and specific accomplishments pertinent to this proposal;
- Include a discussion of the administrative structure within which the project will function within the total organization **(NOTE: Applicants should attach an organization chart.)**;
- Identify project locations and discuss how they will be an asset to the project; and
- Include a discussion on the collaboration that will occur between the project and other organizations and healthcare providers. The discussion should identify the role of other collaborative partners and specify how each collaborates with your organization. You may attach MOUs, MOAs, and letters of support.

5. Outcome and Performance Objectives and Activities

Pediatric Endocrine Services projects have mandatory related Performance Measures (see pages 12 –19).

Pages 12 – 19 provide the format for applicants to indicate the goal (Annual Performance Objective) for each Performance Measure (PM), the baseline from which the project will improve or maintain the Performance Measures, and the activities on which the project will focus to impact the performance measure (Supporting Activities). Activities must reflect a comprehensive plan to achieve the objective. Some PM tables list required activities. Projects applying for these Performance Measures must list additional activities to accomplish the objective.

For each activity on the table, the applicant must indicate a clear and objective method to measure and document the activity, what documentation will be used, and what staff position is responsible for implementing, measuring, and documenting that activity.

Grantee is expected to fulfill the requirements of Indiana's Newborn Screening Law and the ISDH Priority Health Initiatives as outlined in the Performance Measures for this funding opportunity. For a list of the ISDH Priority Health Initiatives, see pages 4 – 5 of this application.

Applicants are to complete the Pediatric Endocrine Services Performance Measures on pages 12 – 19. There is an additional blank table for optional project-specific performance measures, objectives and activities that an applicant may add based on local needs. This blank table should be copied for each additional objective and activities added by the project. Project-specific activities will be evaluated as part of the quality evaluation of the project. **Applicants are strongly encouraged to discuss development of project-**

specific performance measures with MCH consultants before submitting them with the grant application.

Pages 12 – 19 are to be used by grantees to monitor progress on each activity and to submit in the Annual Performance Report for FY 2014 and FY 2015 after each year is completed. The columns on the Performance Measures forms labeled "Activity Status," "Documentation Used," "Staff Responsible," and "Comments/Adjustments" are also to be completed and submitted with the FY 2014 and FY 2015 Annual Performance Reports. MCH consultants will contact projects quarterly to monitor progress on the activities and provide technical assistance. All applicants are required to collect data for monitoring purposes. See Appendix A (the Annual Performance Report) for required monitoring data elements. This information will be reported in the FY 2014 and FY 2015 Annual Performance Reports.

6. Evaluation Plan

NOTE: This should be a separate narrative section. Evaluation methods reflected on the Performance Measures Tables should be included in the overall Evaluation Plan.

A project evaluation plan should have two parts: 1) an evaluation plan to determine whether the evidence-based interventions/activities are working to impact both the specific objective goal and the priority/ies and 2) a quality assurance evaluation plan to ensure that services are performed well.

In the first part, discuss the methodology for measuring the achievement of activities. The plan should include intermediate (e.g. monthly, quarterly) measures of activities as well as assessment at the end of the funding period. An effective evaluation requires that:

- Project-specific activities to meet objectives are clear and measurable;
- Plan explains how evaluation methods reflected on the Performance Measure forms will be incorporated into the project evaluation;
- Staff member(s) responsible for the evaluation is/are identified;
- Plan includes explanation of what data will be collected and how it will be collected;
- Plan lists how and to whom data will be reported;
- Appropriate methods are used to determine whether measurable activities and objectives are on target for being met; and
- If activities and objectives are identified as off-target during an intermediate or year-end evaluation and improvement is necessary to meet goals, staff member(s) responsible for revisiting activities to make changes which may lead to improved outcomes is/are identified.

In the second part, discuss:

- Methods used to evaluate quality assurance (e.g. chart audits, patient surveys, presentation evaluations, observation); and
- Methods used to address identified quality assurance problems.

7. Staff

List all staff that will work on the project. Include name, job title, primary duties, and number of hours per week for each staff member. *Hint: Make sure the number of staff hours reflected in this list agrees with the staff hours totals listed on the Budget Summary page.*

Describe the relevant education, training, and work experience of the staff that will enable them to successfully develop, implement, and evaluate the project. Submit job descriptions and curriculum vitae of key staff as an appendix. Copies of current professional licenses and certifications must be on file at the organization. In this section you must show that:

- Staff is qualified to operate proposed program;
- Staffing is adequate; and
- Job descriptions and curriculum vitae (CVs) of key staff are included as an appendix.

8. Facilities

Describe the facilities that will house project services. Address the adequacy, accessibility for individuals with disabilities in accordance with the Americans with Disabilities Act of 1990, and assure that project facilities will be smoke-free at all times. Hours of operation must be posted and visible from outside the facility. (Include evening and weekend hours to increase service accessibility and indicate hours of operation at each site on Form B-2.)

In this section you must demonstrate that:

- Facilities are adequate to house the proposed program;
- Facilities are accessible for individuals with disabilities;
- Facilities will be smoke-free at all times; and
- Hours of operation are posted and visible from outside the facility.

9. Budget and Budget Narrative

NOTE: Do not combine budget information for FY 2014 and FY 2015. You must complete separate budget pages for each fiscal year.

In this section, be sure to demonstrate that:

- All expenses are directly related to project;
- The relationship between budget and project objectives is clear; and
- The time commitment to the project is identified for major staff categories and is adequate to accomplish project objectives.

Complete this entire section by providing budget information for FY 2014 and for FY 2015. The budget is an estimate of what the project will cost. Complete the provided standard budget form (NS Budget page 1) according to directions. Do not substitute a different format. Projects do not need to include matching funds. However, any additional source(s) of funds that support services should be reported under non-matching funds.

NOTE: A Budget Narrative form is provided. Do not substitute a different format.

The budget narrative must include a justification for every NS line item. Each narrative statement should describe what the specific item is, how the specific item relates to the project, and how the amount shown in the NS budget was derived. Staff information must include staff name, position, hours worked on the project, salary, and a brief description of duties. Please do not round any of your figures to whole dollars. They should be rounded to the penny.

In-state travel information must include miles, reimbursement, and reason for travel. Travel reimbursement may not exceed State rates. Currently, the in-state travel reimbursement is $0.44 per mile.

Complete Form C – List all ISDH funding received by proposing organization in FY 2013.

Check for internal consistency among the budget forms:

- Budget page 1is complete for each year
- Budget narratives include justification for each line item and are completed for each year
- Budget correlates with project duration
- Funding received for ISDH Form C is complete
- Information on each budget form is consistent with information on all other budget forms

10. Minority Participation

All applicants must include a statement regarding minority participation in the planning and operation of their MCH program. Minority individuals and/or organizations should be involved in planning and evaluating the project to ensure services are adequate for the minority community. Projects are also encouraged to seek to do business with Minority-Owned Business Enterprises to help provide services or operational support for the project. For a list of certified Minority-Owned Business Enterprises, see http://www.in.gov/idoa/2352.htm.

11. Endorsements

Submit letters of support and memoranda of understanding (MOU) that demonstrate a commitment to collaboration between the applicant agency and other relevant community organizations. Letters of support and MOUs must be current. Each application must include at least three letters of support from or MOUs with relevant agencies.

Applicants are not required to obtain the signature(s) of or send a support letter(s) to the local health officer(s) in each county where services are proposed. Applicants may enter "N/A" for this line on Form A.

Projects are also strongly encouraged to work with their Local Public Health Coordinators to enhance preparedness (ISDH Priority Health Initiative #4).

Checklist – Letters of Support and Memoranda of Understanding:

- Endorsements are from organizations able to effectively coordinate programs and services with applicant agency.
- Memoranda of Understanding (MOU) clearly delineate the roles and responsibilities of the involved parties in the delivery of community-based health care.
- Endorsements and/or MOUs are current.
- MOUs with other genetic services serving the same geographic area, including MCH-funded and MCH non-funded services, clearly state how the services will work together.
- Letters and a summary of the proposed program have been sent to all health officers in jurisdictions within the proposed service area (unless health officer(s) has/have signed Form A).

Questions regarding this grant application may be directed to Vanessa Daniels (Vdaniels@isdh.in.gov / 317-233-1241) or Bob Bowman (BobBowman@isdh.IN.gov / 317-233-1231).

REQUIRED FORMS FOR PEDIATRIC ENDOCRINE SERVICES PROVIDERS

1) Form A: Applicant Information

2) Form B-1 and B-2: Pediatric Endocrine Project Description

3) Form C: Funding Currently Received by Your Agency from ISDH

4) Performance Measures 1 - 4

Note: *Providers serving counties with significant numbers of minority populations must identify activities for Performance Measures 1 and 3 related to outreach and marketing to the minority populations to provide culturally competent services to those populations.*

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Performance Measure 1: Prevent mental retardation and developmental disabilities through early detection and medical intervention of newborns with congenital hypothyroidism.

Directions for Completion

The ISDH Genomics/NBS Program expects that **100%** of newborns referred by the NBS lab for presumptive positive congenital hypothyroidism will receive direct or consultative services by 2 weeks of age. The ISDH Genomics/NBS Program expects that **100%** of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of congenital hypothyroidism will receive direct or consultative services as needed.

Please complete the tables below. ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be numbers that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for newborns in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of services.

Performance Objective 1a: Ensure that 100% of newborns referred by the NBS lab for presumptive positive congenital hypothyroidism receive either direct or consultative services by 2 weeks of age.

PO 1a: Services provided for newborns referred by NBS lab for presumptive positive congenital hypothyroidism

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism before 2 weeks of age				
(b) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received direct services by 2 weeks of age				
(c) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received consultative* services by 2 weeks of age				
Percentage of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received direct or consultative services by 2 weeks of age**			**100%**	**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Performance Objective 1b: Ensure that 100% of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism receive either direct or consultative services as needed.

PO 1b: Services provided for newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of congenital hypothyroidism

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism				
(b) Number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received direct services				
(c) Number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received only consultative* services				
Percentage of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received direct or consultative services**			**100%**	**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Supporting Activities Table

Directions: State the planned activities to provide services to patients diagnosed with congenital hypothyroidism and which staff members will be responsible for those activities.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Ensure that > 90% of families of children in the appropriate age range are informed about First Steps, Children's Special Health Care Services, SCHIP, WIC, and Hoosier Healthwise (Medicaid).*			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that > 90% of patients/families receive assistance in utilizing local agencies and schools for care coordination; nutritional care; and financial, social, rehabilitative, developmental or educational assistance as needed.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

*See Page 53 for a list of family resources available through ISDH.

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Performance Measure 2: Prevent mental retardation and developmental disabilities through early detection and medical intervention of newborns with congenital adrenal hyperplasia (CAH).

Directions for Completion

The ISDH Genomics/NBS Program expects that **100%** of newborns referred by the NBS lab for presumptive positive congenital adrenal hyperplasia (CAH) will receive direct or consultative services by 4 weeks of age. The ISDH Genomics/NBS Program expects that **100%** of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH will receive direct or consultative services as needed.

Please complete the tables below. ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be percentages that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for newborns in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of services.

Performance Objective 2a: Ensure that 100% of newborns referred by the NBS lab for presumptive positive CAH receive either direct or consultative services by 2 weeks of age.

PO 2a: Services provided for newborns referred by NBS lab for presumptive positive CAH

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns referred by NBS lab for presumptive positive CAH before 4 weeks of age				
(b) Total number of newborns referred by NBS lab for presumptive positive CAH that received direct services by 4 weeks of age				
(c) Total number of newborns referred by NBS lab for presumptive positive CAH that received consultative* services by 4 weeks of age				
Percentage of newborns referred by NBS lab for presumptive positive CAH that received direct or consultative services by 4 weeks of age**			**100%**	**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Performance Objective 2b: Ensure that 100% of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH receive either direct or consultative services as needed.

PO 2b: Services provided for newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH				
(b) Number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received only consultative* services				
(c) Number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received direct services				
Percentage of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received direct or consultative services**			**100%**	**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Supporting Activities Table

Directions: State the planned activities to provide services to patients diagnosed with CAH and which staff members will be responsible for those activities.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Ensure that > 90% of families of children in the appropriate age range are informed about First Steps, Children's Special Health Care Services, SCHIP, WIC, and Hoosier Healthwise (Medicaid).			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that > 90% of patients/families receive assistance in utilizing local agencies and schools for care coordination; nutritional care; and financial, social, rehabilitative, developmental or educational assistance as needed.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Performance Measure 3: Increase individual awareness and personal responsibility of health behaviors that impact the patient population and birth outcomes.

Directions for Completion

The ISDH Genomics/NBS Program expects that at least **90%** of new families seen in clinic will be educated to the negative effects of smoking and consuming alcohol during pregnancy and the positive effects of taking folic acid. **Please complete the tables below.** ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be numbers that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for patients in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time.

Performance Objective 3a: _____% of new families seen in clinic will be educated to the ***negative*** effects of ***smoking*** during pregnancy.

PO 3a: New families seen in clinic and educated to the *negative* effects of *smoking* during pregnancy

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Number of new families with members who smoke and were seen in clinic that received **smoking cessation education**				
(b) Number of new families with members who reportedly smoke and were seen in clinic				
Percentage of new families with members who smoke and were seen in clinic that received **smoking cessation education***				

***Percentage = (a / b) x 100**

Performance Objective 3b: _____% of new families seen in clinic will be educated to the ***negative*** effects of ***consuming alcohol*** during pregnancy.

PO 3b: New families who were seen in clinic and educated to the *negative* effects of *alcohol consumption* during pregnancy

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
Number of new families who were seen in clinic and received education on **alcohol-related birth defects**				
Number of new families who were seen in clinic				
Percentage of new families who were seen in clinic and received education on **alcohol-related birth defects***				

***Percentage = (a / b) x 100**

Performance Objective 3c: _____% of new families seen in clinic will be educated to the ***positive*** effects of taking ***folic acid***.

PO 3c: New families seen in clinic and educated to the *positive* effects of taking *folic acid*

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
Number of new families who were seen in clinic and received **folic acid education**				
Number of new families who were seen in clinic				
Percentage of new families who were seen in clinic and received **folic acid education***				

***Percentage = (a / b) x 100**

Supporting Activities Table

Directions: State which staff members will be responsible for the following activities. Additional measurable activities that will assist in meeting this objective can be added at the bottom of this table. The Activity Status and Comments/Adjustments will be filled in on the quarterly and annual reports; **do not** fill them in at this time.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Develop and incorporate an intake protocol asking patients if they took folic acid preconceptionally or smoked and/or consumed alcohol or other drugs during pregnancy.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that greater than 90% of patients who admit to smoking, drinking, or using drugs are referred to appropriate community cessation programs (e.g. Prenatal Substance Use Prevention Program (PSUPP), Indiana Tobacco QuitLine, Alcoholics Anonymous).*			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

* See page 53 for family resources available through ISDH.

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Performance Measure 4: Provide educational presentations to health care professionals and college or graduate level students.

Directions for Completion

A ***minimum*** of **four (4)** presentations are to be given to health care professionals, college students, and/or graduate students. **Please complete the tables below.** ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be percentages that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Do **not** count one talk under two different audiences; each presentation should be included in the column that corresponds to the majority of the audience. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of audiences.

Performance Objective 4: Project staff will provide ____ presentations.

PO 4: Pediatric Endocrine Presentations

Main Audience	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
Health care professionals and college or graduate level students				
Other presentations				
Total				

Supporting Activities Table

Directions: State which staff members will be responsible for the following activity. Additional measurable activities that will assist in meeting this objective can be added at the bottom of this table. The Activity Status and Comments/Adjustments will be filled in on the quarterly and annual reports.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Evaluation sheets will be collected for each talk; feedback from evaluation sheets will be used to modify and improve presentation.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Audience size will be counted at each talk. (**Note**: Attendance or evaluation sheets may be used to determine these numbers.)			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

Note: Application narrative should include a sample evaluation sheet and a description of how scores will be compiled.

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Project Specific Performance Measure:

Project Specific Performance Objective:

Service Projections

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015

Supporting Activities Table

Directions: State which staff members will be responsible for the following activities, the current status of each activity, and provide a brief comment on how this activity is to be completed. Additional activities can be added at the bottom of this table. The Activity Status and Comments/Adjustments will be filled in on the quarterly and annual reports **do not** fill them in at this time.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

BUDGET INSTRUCTIONS

Materials Provided: The following materials are included in this packet:

Instructions
Chart of Account Codes
Non-allowable Expenditures
Budget Narrative Form (NS Budgets for FY 2014 & FY 2015)

INSTRUCTIONS

Review all materials and instructions before beginning to complete your budget. If you have any questions relative to completing your project's budget, contact:

Vanessa Daniels **Vdaniels@isdh.in.gov** **317/233-7129**

In completing the packet, remember that all amounts should be rounded to the nearest penny.

Completing the Budget Narrative Form

NOTE: Create a separate budget for Fiscal Year (FY) 2014 and for FY 2015. FY 2014 runs from July 1, 2013 through June 30, 2014. FY 2015 runs from July 1, 2014 through June 30, 2015.

Schedule A

For each individual staff member, provide the name of the staff member and a brief description of his/her role in the project. If multiple staff members are entered in one row (for instance, 111.400 Nurses), a single description may be provided if applicable. Each staff member must be listed by name. Calculations must be provided for each staff member in the Calculations column. This calculation should be in the form salary ($) = $/hour X hours/week X weeks/year. Fringe may be calculated for all staff. If different fringe rates are used for different categories of staff, fringe may be calculated by category.

Schedule B

List each contract, general categories of supplies (office supplies, medical supplies, etc.), travel by staff members, and significant categories in Other Expenditures in the appropriate column. Provide calculations as appropriate. Calculations are optional for Contractual Services. Travel must be calculated for each staff member who will be reimbursed and may not exceed $0.44 per mile.

SCHEDULE A - CHART OF ACCOUNT CODES

111.000 PHYSICIANS

Clinical Geneticist
Family Practice Physician
General Family Physician
Genetic Fellow
Medical Geneticist
Neonatologist
OB/GYN
Other Physician
Pediatrician
Resident/Intern
Substitute/Temporary
Volunteer

111.150 DENTISTS/HYGIENISTS

Dental Assistant
Dental Hygienist
Dentist
Substitute/Temporary
Volunteer

111.200 OTHER SERVICE PROVIDERS

Audiologist
Child Development Specialist
Community Educator
Community Health Worker
Family Planning Counselor
Genetic Counselor (M.S.)
Health Educator/Teacher
Occupational Therapist
Outreach Worker
Physical Therapist
Physician Assistant
Psychologist
Psychometrist
Speech Pathologist
Substitute/Temporary
Volunteer

111.350 CARE COORDINATION

Licensed Clinical Social Worker (L.C.S.W.)
Licensed Social Worker (L.S.W.)
Physician
Registered Dietitian
Registered Nurse
Social Worker (B.S.W.)
Social Worker (M.S.W.)
Substitute/Temporary
Volunteer

111.400 NURSES

Clinic Coordinator
Community Health Nurse
Family Planning Nurse Practitioner
Family Practice Nurse Practitioner
Licensed Midwife
Licensed Practical Nurse
OB/GYN Nurse Practitioner
Other Nurse
Other Nurse Practitioner
Pediatric Nurse Practitioner
Registered Nurse
School Nurse Practitioner
Substitute/Temporary
Volunteer

111.600 SOCIAL SERVICE PROVIDERS

Caseworker
Licensed Clinical Social Worker (L.C.S.W.)
Licensed Social Worker (L.S.W.)
Counselor
Counselor (M.S.)
Social Worker (B.S.W.)
Social Worker (M.S.W.)
Substitute/Temporary
Volunteer

111.700 NUTRITIONISTS/DIETITIANS

Dietitian (R.D. Eligible)	Registered Dietitian
Nutrition Educator	Substitute/Temporary
Nutritionist (Master Degree)	Volunteer

111.800 MEDICAL/DENTAL/PROJECT DIRECTOR

Dental Director	Project Director
Medical Director	

111.825 PROJECT COORDINATOR

111.850 OTHER ADMINISTRATION

Accountant/Finance/Bookkeeper	Laboratory Technician
Administrator/General Manager	Maintenance/Housekeeping
Clinic Aide	Nurse Aide
Clinic Coordinator (Administration)	Other Administration
Communications Coordinator	Programmer/Systems Analyst
Data Entry Clerk	Secretary/Clerk/Medical Record
Evaluator	Substitute/Temporary
Genetic Associate/Assistant	Volunteer
Laboratory Assistant	

115.000 FRINGE BENEFITS

200.700 TRAVEL

Conference Registrations	Out-of-State Staff Travel (only available with non-matching funds)
In-State Staff Travel	

200.800 RENTAL AND UTILITIES

Janitorial Services	Rental of Space
Other Rentals	Utilities
Rental of Equipment and Furniture	

200.850 COMMUNICATIONS

Postage (including UPS)	Reports
Printing Costs	Subscriptions
Publications	Telephone

200.900 OTHER EXPENDITURES

Insurance and Bonding	Insurance premiums for fire, theft, liability, fidelity bonds, etc. Malpractice insurance premiums cannot be paid with grant funds. However, matching and nonmatching funds can be used.
Maintenance and Repair --	Maintenance and repair services for equipment, furniture, vehicles, and/or facilities used by the project.
Other	Approved items not otherwise classified above.

EXAMPLES OF EXPENDITURE ITEMS THAT WILL NOT BE ALLOWED

The following may not be claimed as project cost for NS projects and may not be paid for with NS Funds:

1. Construction of buildings, building renovations;
2. Depreciation of existing buildings or equipment;
3. Contributions, gifts, donations;
4. Entertainment, food;
5. Automobile purchase / rental;
6. Interest and other financial costs;
7. Costs for in-hospital patient care;
8. Fines and penalties;
9. Fees for health services;
10. Accounting expenses for government agencies;
11. Bad debts;
12. Contingency funds;
13. Executive expenses (car rental, car phone, entertainment);
14. Fundraising expenses;
15. Legal fees;
16. Legislative lobbying.
17. Equipment;
18. Out-of-state travel; and
19. Dues to societies, organizations, or federations.
20. Incentives

For further clarification on allowable expenditures, please contact:

Vanessa Daniels, Grants Coordinator, MCH, Vdaniels@isdh.in.gov or 317/233-7129

FY 2014 Budget Narrative

The budget narrative must include a justification for every NS line item. Each narrative statement should describe what the specific item is, how the specific item relates to the project, and how the amount shown in the NS budget was derived. Staff information must include staff name, position, hours worked on the project, salary, and a brief description of duties. In-state travel information must include miles, reimbursement ($0.44 per mile), and reason for travel. All travel reimbursement must be within ISDH travel policy (available on request).

Account Number and Item	Description and Justification	Calculations	Total NS
	For each personnel entry, include name, title and brief description of his/her role in the project (i.e. provides direct services). List all appropriate staff in the box provided. If there are 4 nurses, list all 4 in the same box.	Personnel = $/hr X hrs per week X weeks per year Fringe = salary X fringe rate	Total to be charged to NS
Schedule A			
111.000 Physicians			
111.150 Dentists / Hygienists			
111.200 Other Service Providers			
111.350 Care Coordination			
111.400 Nurses			
111.600 Social Service Providers			
111.700 Nutritionists / Dietitians			
111.800 Medical/Dental / Project Director			
111.825 Project Coordinator			
111.850 Other Administration			
115.000 Fringe Benefits			
Account Number and Item	Description and Justification	Calculations	Total NS
	List each contract and explain its purpose. List travel entries by the staff that will be reimbursed for travel and explain how this travel serves the project. List rent and utilities costs separately for each facility. If possible, itemize projected other expenditures.	Travel = $0.44 X miles for each staff member being reimbursed for travel.	Total to be charged to NS
Schedule B			
200.000 Contractual Services			
200.600 Consumable Supplies			
200.700 Travel			

200.800 Rental and Utilities			
200.850 Communications			
200.900 Other Expenditures			
		SUBTOTAL SCHEDULE A	
		SUBTOTAL SCHEDULE B	
		TOTAL SCHEDULES A&B	

FY 2015 Budget Narrative

The budget narrative must include a justification for every NS line item. Each narrative statement should describe what the specific item is, how the specific item relates to the project, and how the amount shown in the NS budget was derived. Staff information must include staff name, position, hours worked on the project, salary, and a brief description of duties. In-state travel information must include miles, reimbursement ($0.44 per mile), and reason for travel. All travel reimbursement must be within ISDH travel policy (available on request).

Account Number and Item	Description and Justification	Calculations	Total NS
	For each personnel entry, include name, title and brief description of his/her role in the project (i.e. provides direct services). List all appropriate staff in the box provided. If there are 4 nurses, list all 4 in the same box.	Personnel = $/hr X hrs per week X weeks per year Fringe = salary X fringe rate	Total to be charged to NS
Schedule A			
111.000 Physicians			
111.150 Dentists / Hygienists			
111.200 Other Service Providers			
111.350 Care Coordination			
111.400 Nurses			
111.600 Social Service Providers			
111.700 Nutritionists / Dietitians			
111.800 Medical/Dental / Project Director			
111.825 Project Coordinator			
111.850 Other Administration			
115.000 Fringe Benefits			
Account Number and Item	Description and Justification	Calculations	Total NS
	List each contract and explain its purpose. List travel entries by the staff that will be reimbursed for travel and explain how this travel serves the project. List rent and utilities costs separately for each facility. If possible, itemize projected other expenditures.	Travel = $0.44 X miles for each staff member being reimbursed for travel.	Total to be charged to NS
Schedule B			
200.000 Contractual Services			
200.600 Consumable Supplies			
200.700 Travel			

200.800 Rental and Utilities			
200.850 Communications			
200.900 Other Expenditures			
		SUBTOTAL SCHEDULE A	
		SUBTOTAL SCHEDULE B	
		TOTAL SCHEDULES A&B	

FORM A

PEDIATRIC ENDOCRINE SERVICES PROVIDERS
GRANT APPLICATION
FY 2014 & FY 2015

Title of Project: _____ Federal I.D. #: _____

Medicaid Provider Number: _____ FY 2013 NS Contract Amount: $_____

FY 2014 NS Amount Requested: $_____

FY 2015 NS Amount Requested: $_____

Legal Agency / Organization Name: _____

_____
Street City Zip Code

_____ _____ _____
Phone FAX E-Mail Address

_____ _____ _____
Project Director (type name) Phone E-Mail Address

_____ _____
Board President/Chairperson (type name) Phone

_____ _____
Project Medical Director (type name) Phone

_____ _____ _____
Agency CEO or Official Custodian of Funds (type name) Title Phone

_____ _____
Signature of Project Director Date

_____ _____ _____
Signature of person authorized to make legal And contractual agreement for the applicant agency Title Date

_____ _____ _____
Signature of County Health Officer (or date letter sent to County Health Officers) County Date

Are you registered with the Secretary of State? ☐ Yes ☐ No

Note: All arms of local and State government are registered with the Secretary of State. Applicants must be registered with the Secretary of State to be considered for funding.

FORM B-1

FY 2014 & FY 2015
Project Description

Project Name:		Project Number:
Address:	City, State, Zip	
Telephone Number:	Fax Number:	E-Mail Address:
Counties Served:		
Type of Organization: State □	Local □	Private Non-Profit □
Requested Funds: $_____ (Amounts above should reflect total for FY 2014 + total for FY 2015)		
Sponsoring Agency:		
Summarize identified needs from the needs assessment section. Include only those needs the Project will address.		
Summarize Performance Measures from Performance Measures Tables (Hint: Each identified need above should be addressed with a Performance Measure.)		

NS Project Name:	Project Number:	# Clinic Sites

Clinic Site Address:	Clinic Schedule (days & times):	NS Budget for Site:
Counties Served:	Services Provided in NS Budget for site:	
Target Population and estimated number to be served with NS funds:	Other services provided at site (non-NS):	
Clinic Site Address:	Clinic Schedule (days & times):	NS Budget for Site:
Counties Served:	Services Provided in NS Budget for site:	
Target Population and estimated number to be served with NS funds:	Other services provided at site (non-NS):	
Clinic Site Address:	Clinic Schedule (days & times):	NS Budget for Site:
Counties Served:	Services Provided in NS Budget for site:	
Target Population and estimated number to be served with NS funds:	Other services provided at site (non-NS):	
Clinic Site Address:	Clinic Schedule (days & times):	NS Budget for Site:
Counties Served:	Services Provided in NS Budget for site:	
Target Population and estimated number to be served with NS funds:	Other services provided at site (non-NS):	
Clinic Site Address:	Clinic Schedule (days & times):	NS Budget for Site:
Counties Served:	Services Provided in NS Budget for site:	
Target Population and estimated number to be served with NS funds:	Other services provided at site (non-NS):	

FORM C

FUNDING **CURRENTLY** RECEIVED BY YOUR AGENCY
FROM THE INDIANA STATE DEPARTMENT OF HEALTH

LIST ALL SOURCES OF ISDH FUNDING

SOURCE	FISCAL YEAR	AMOUNT

TOTAL $_____

COMMENTS:

Appendix A

INDIANA STATE DEPARTMENT OF HEALTH
NEWBORN SCREENING PROGRAM
PEDIATRIC ENDOCRINE SERVICES PROVIDERS
ANNUAL PERFORMANCE REPORT FY 2014

PROJECT NAME: _____

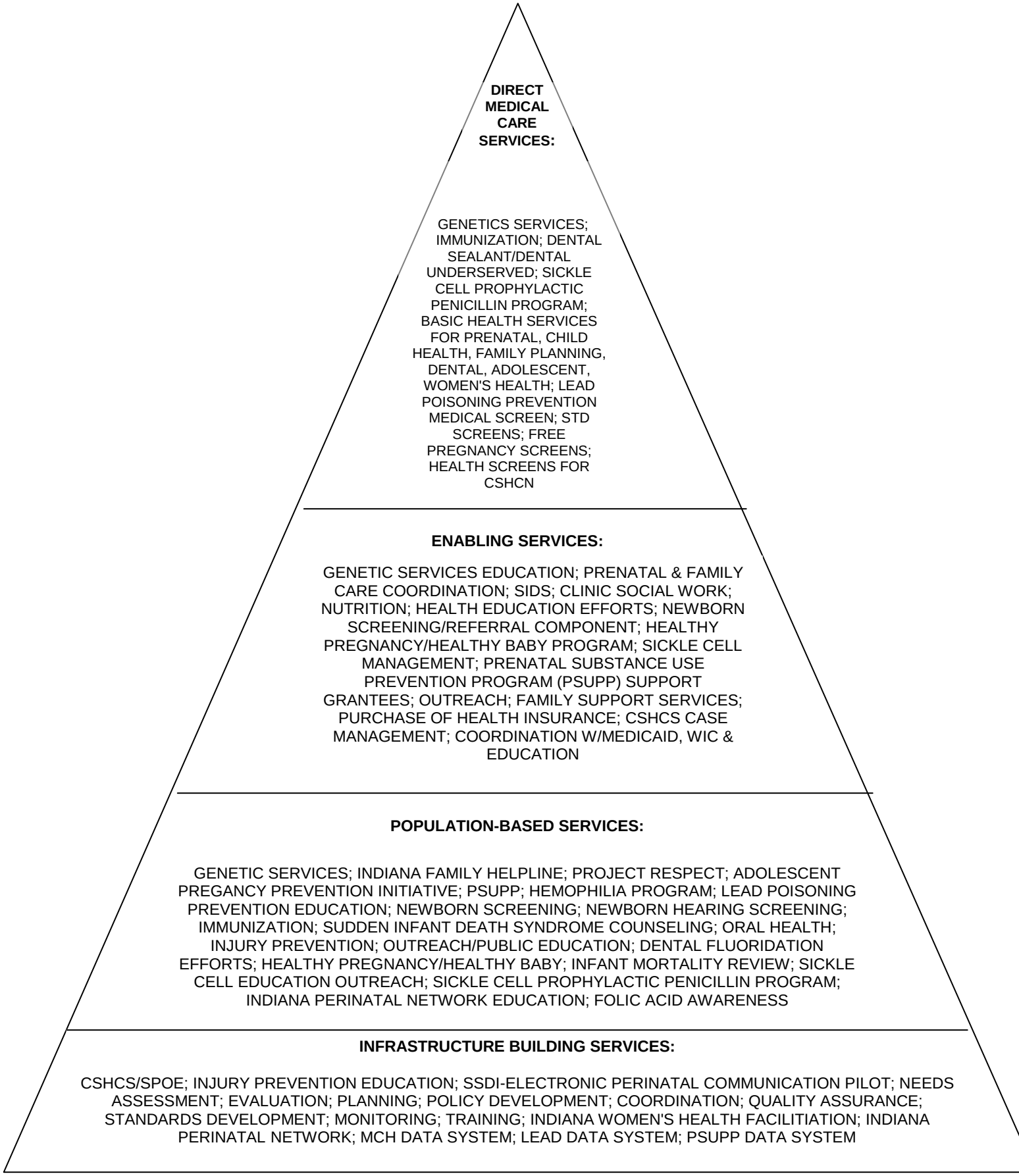
PROJECT NUMBER: _____

APPLICANT AGENCY: _____

REPORTING PERIOD: FY 2014 (7/1/13 TO 6/30/14)

DATE SUBMITTED: _____ PREPARED BY: _____

FIGURE1: CORE PUBLIC HEALTH SERVICES DELIVERED BY CSHCS AGENCIES



I. Instructions

Instructions are included by section in the report form.

II. Narrative

Using the categories below, describe through narrative and statistics the services provided by NS funding to women and/or children in your project during the last fiscal year. Keep the discussion brief and address only the services and activities in which your project is engaged and which are funded by NS funds. The Narrative should be supported by the statistical report and completed work plan. It should provide a complete picture of your NS program, including where your services fit into the Core Public Health Services Pyramid. As part of the description of services provided, the discussion should include the following information for each service category:

- Explain the strengths and weaknesses of the project and project accomplishments during the funding year.
- Explain any significant discrepancies between projected number served and actual number served. Significant discrepancies exist if the number served fell below or exceeded projected service levels by more than 10%.
- Explain any change in clinical or administrative procedure, including staffing changes.
- Document activities to improve communications with, outreach to, and services for racial and ethnic minorities. Include plans to reduce disparities in access to services and health outcomes.
- Complete the hours of services form. Indicate any changes from the original application.
- List which agencies and organizations are cooperating with the project and explain their role. **All** indicated agencies and organizations should have current MOUs with the project.
- Elaborate on special events and initiatives undertaken by the project in the Work Plan Activities listed on the Performance Measure Tables Work Plans.

III. Quality Assurance

1. Chart audit. If the Project served less than 200 clients, review 50 charts or all charts of clients served (whichever # is less annually). If the Project served 200 or more clients, review 100 charts. **Summarize the findings and indicate changes or improvements to be made.** The project should conduct 25% of the annual chart reviews during each quarter during the funding year and describe the reviews in the quarterly reports, along with adaptations, changes, or adjustments made in the work plan or policies and procedures as a result of the chart review findings.

2. Review the NS data reports. Summarize the data problems – incomplete collection or program challenges – indicating the specific areas. Review the charts to determine if staff completion or errors are contributing to the problem.

3. Report appropriate individuals to the IBDPR. Document every child with a birth defect that was seen in the Project clinic and verify that the child is reported to the Indiana Birth Defects and Problems Registry, provided the patient is within the appropriate age range.

4. Send a copy of the chart audit tool format used for each service type.

IV. Demographic Data

Complete Tables 1-4. This information is essential for Maternal and Child Health Services to meet federal reporting requirements.

Table 1. Number of New Individuals Who Received Services, Fiscal Year 2014, by Race

Class of individual and type of service	# Est. to be Served*	Race							Ethnicity		
		White	Black	American Indian	Asian or Pacific Islander	Multi-Racial	Other/ Unknown	Total Served (All Races)	Non-Hispanic/ Unknown	Hispanic	Total Served (All Ethnicity)
PREGNANT WOMEN											
INFANTS UNDER ONE YEAR OF AGE											
CHILDREN UNDER 22 (EXCLUDING THOSE UNDER ONE)											
OTHER INDIVIDUALS											
OTHER INDIVIDUALS > 22 years											
OTHER SERVICES (SPECIFY):											
TOTAL (All Services):											

*As indicated in FY 2014/2015 proposal.
**If applicable

Totals Should Match

Table 2. Number of Return Visit Individuals Who Received Services, Fiscal Year 2014, by Race

Class of individual and type of service	# Est. to be Served*	Race							Ethnicity		
		White	Black	American Indian	Asian or Pacific Islander	Multi-Racial	Other/ Unknown	Total Served (All Races)	Non-Hispanic/ Unknown	Hispanic	Total Served (All Ethnicity)
PREGNANT WOMEN											
INFANTS UNDER ONE YEAR OF AGE											
CHILDREN UNDER 22 (EXCLUDING THOSE UNDER ONE)											
OTHER INDIVIDUALS											
OTHER INDIVIDUALS > 22 years											
OTHER SERVICES (SPECIFY):											
TOTAL (All Services):											

*As indicated in FY 2014/2015 proposal.

Totals Should Match

Table 3. Number of New Individuals Who Received Services Provided or Paid for in Whole or in Part by NS Funds in Fiscal Year 2014, by Type of Health Coverage

Class of individual and type of service	Total	Hoosier Healthwise	Private Insurance	Self-Pay 25% - 100%	Unable to Pay
PREGNANT WOMEN					
INFANTS UNDER ONE YEAR OF AGE					
CHILDREN UNDER 22 (EXCLUDING THOSE UNDER ONE)					
INDIVIDUALS AGE 22 AND OLDER					

Table 4. Number of Return Visit Individuals Who Received Services Provided or Paid for in Whole or in Part by NS Funds in Fiscal Year 2014, by Type of Health Coverage

Class of individual and type of service	Total	Hoosier Healthwise	Private Insurance	Self-Pay 25% - 100%	Unable to Pay
PREGNANT WOMEN					
INFANTS UNDER ONE YEAR OF AGE					
CHILDREN UNDER 22 (EXCLUDING THOSE UNDER ONE)					
INDIVIDUALS AGE 22 AND OLDER					

V. Program Monitoring Data

Tables 5 - 12 request program monitoring data.

Table 5: Types of Service Provided

Type of Service	Pregnant Women	Infants <1 Year of Age	Children Under 22 (Excluding Those < 1 yr)	Patients ≥ 22 years of age	Total
Pre-Diagnosis Counseling					
Post-Diagnosis Counseling					
Evaluation/Counseling for a **known** diagnosis					
Evaluation/Counseling for an **unknown** diagnosis					
Counseling Only					
Consultations					
Telephone Contacts					
Referrals To MCH Clinic					
Referrals To First Steps					
Referrals To NS					
Referrals To PSUPP					
Referrals To WIC Clinic					

See **Definitions** in Appendix 2 for clarification of the types of services.

Table 6: Educational Outreach Activities

	Number of Education Sessions Completed	Average Number of Participants per Session	Overall Score From Evaluation Sheets
Health care professionals and college or graduate level students			
Other presentations			
TOTAL			

NOTE: The number of educational sessions should match the number given in the grant application. Additional information required in the Performance Measures section.

Table 7: Patient Satisfaction Surveys

	Number of Surveys Given to Clients	Number of Surveys Completed and Returned	Survey Return Rate	Score for Scheduling and Location	Score for Interaction with Clinic Staff	Score for Expectations and Understanding	Score for Benefits of Genetics Clinic	Score for Overall Satisfaction
Prenatal Services								
Clinical Services								
TOTAL								

Table 8: Primary Indication for Reason for Referral to Clinical Services

	FY 13	FY 14	FY 15
1. Rule Out/Confirm or Make Specific Diagnosis			
2. Return Visit (returning to same project group)			
3. Follow-up Appointment for Diagnosis Made by an Unaffiliated Provider			
4. Unknown Reason for Referral			
TOTAL			

Table 9: Final or Best Working Diagnosis for Clinical Patients

	FY 13	FY 14	FY 15
1. No Evidence of Abnormality or Specific Disorder			
2. Chromosomal and Single Gene Disorders			
3. Metabolic/Endocrine Disorder			
4. Neuromuscular			
5. Skeletal/Connective Tissue/Neural Ectodermal (Excluding Chromosomal)			
6. Hematologic			
7. Functional Disorders			
8. Single Malformation			
9. Reproductive Risks (Use only when none of the above apply)			
10. Multiple Congenital Anomalies/Multiple Malformation Syndrome			
11. Unknown			
TOTAL			

Note: See Appendix 3 for examples of ***Final or Best Working Diagnosis*** for each option.

Table 12: Unduplicated Patients Seen By County of Residence

COUNTY	PREGNANT WOMEN	CLINICAL PATIENTS	**TOTAL**
TOTAL			

VI. Project Data

Specific directions are stated for each Performance Measure. Indicate if the Performance Objective was met by checking Yes or No. A Performance Objective Summary of all services is provided in Appendix 1. Please complete the summary for all services provided by the project.

FY 2014 Objectives should be completed based upon the projections submitted in the FY 2014 – 2015 grant application.

The specific activities for each objective should be completed and the status of each indicated in the Comments/Adjustments section. If objectives were not met, indicate in this column why they were not met and what action will be taken to meet them this year. Your consultant will use this section to monitor project activities and provide technical assistance. Some forms have specific activities already listed. The status of each should be indicated as well as any additional comments. Any additional activities for your project should be listed. (See Appendix 2 for additional instructions and definitions).

Pediatric Endocrine Services Providers should complete the following pages addressing NS performance measures.

A. Pediatric Endocrine Services

Indiana State Department of Health
Pediatric Endocrine Services Providers

FY 2014 – 2015 OBJECTIVES and ACTIVITIES

Performance Measure 1: Prevent mental retardation and developmental disabilities through early detection and medical intervention of newborns with congenital hypothyroidism.

Directions for Completion

The ISDH Genomics/NBS Program expects that **100%** of newborns referred by the NBS lab for presumptive positive congenital hypothyroidism will receive direct or consultative services by 2 weeks of age. The ISDH Genomics/NBS Program expects that **100%** of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of congenital hypothyroidism will receive direct or consultative services as needed.

Please complete the tables below. ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be numbers that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for newborns in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of services.

Performance Objective 1a: Ensure that 100% of newborns referred by the NBS lab for presumptive positive congenital hypothyroidism receive either direct or consultative services by 2 weeks of age.

PO 1a: Services provided for newborns referred by NBS lab for presumptive positive congenital hypothyroidism

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism before 2 weeks of age				
(b) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received direct services by 2 weeks of age				
(c) Total number of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received consultative* services by 2 weeks of age				
Percentage of newborns referred by NBS lab for presumptive positive congenital hypothyroidism that received direct or consultative services by 2 weeks of age**				**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Performance Objective 1b: Ensure that 100% of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism receive either direct or consultative services as needed.

PO 1b: Services provided for newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of congenital hypothyroidism

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism				
(b) Number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received direct services				
(c) Number of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received only consultative* services				
Percentage of newborns born in Indiana that have a confirmed diagnosis of congenital hypothyroidism that received direct or consultative services**				**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

Supporting Activities Table

Directions: State the Activity Status and provide any Comments/Adjustments for the following activities. Additional measurable activities that aided in meeting this objective can be added at the bottom of this table.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Ensure that > 90% of families of children in the appropriate age range are informed about First Steps, Children's Special Health Care Services, SCHIP, WIC, and Hoosier Healthwise (Medicaid).*			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that > 90% of patients/families receive assistance in utilizing local agencies and schools for care coordination; nutritional care; and financial, social, rehabilitative, developmental or educational assistance as needed.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

*See Page 53 for a list of family resources available through ISDH.

A. Pediatric Endocrine Services

Performance Measure 2: Prevent mental retardation and developmental disabilities through early detection and medical intervention of newborns with congenital adrenal hyperplasia (CAH).

Directions for Completion

The ISDH Genomics/NBS Program expects that **100%** of newborns referred by the NBS lab for presumptive positive congenital adrenal hyperplasia (CAH) will receive direct or consultative services by 4 weeks of age. The ISDH Genomics/NBS Program expects that **100%** of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH will receive direct or consultative services as needed.

Please complete the tables below. ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be percentages that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for newborns in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of services.

Performance Objective 2a: Ensure that 100% of newborns referred by the NBS lab for presumptive positive CAH receive either direct or consultative services by 2 weeks of age.

PO 2a: Services provided for newborns referred by NBS lab for presumptive positive CAH

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns referred by NBS lab for presumptive positive CAH before 4 weeks of age				
(b) Total number of newborns referred by NBS lab for presumptive positive CAH that received direct services by 4 weeks of age				
(c) Total number of newborns referred by NBS lab for presumptive positive CAH that received consultative* services by 4 weeks of age				
Percentage of newborns referred by NBS lab for presumptive positive CAH that received direct or consultative services by 4 weeks of age**				**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

Performance Objective 2b: Ensure that 100% of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH receive either direct or consultative services as needed.

PO 2b: Services provided for newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH

Annual Outcome Objective	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Total number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH				
(b) Number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received only consultative* services				
(c) Number of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received direct services				
Percentage of newborns (originally referred by the Indiana NBS lab) with a confirmed diagnosis of CAH that received direct or consultative services**				**100%**

***Consultative services are defined as any contact assisting with the care of a patient or ensuring that a patient is receiving appropriate treatment, where the grantee is not the primary provider of services. This includes telephone consults.**

****Percentage = [(b + c) / a] x 100**

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

Supporting Activities Table

Directions: State the planned activities to provide services to patients diagnosed with CAH and which staff members will be responsible for those activities.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Ensure that > 90% of families of children in the appropriate age range are informed about First Steps, Children's Special Health Care Services, SCHIP, WIC, and Hoosier Healthwise (Medicaid).*			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that > 90% of patients/families receive assistance in utilizing local agencies and schools for care coordination; nutritional care; and financial, social, rehabilitative, developmental or educational assistance as needed.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

*See Page 53 for a list of family resources available through ISDH.

A. Pediatric Endocrine Services

Performance Measure 3: Increase individual awareness and personal responsibility of health behaviors that impact the patient population and birth outcomes.

Directions for Completion

The ISDH Genomics/NBS Program expects that at least **90%** of new families seen in clinic will be educated to the negative effects of smoking and consuming alcohol during pregnancy and the positive effects of taking folic acid. **Please complete the tables below.** ***FY 2012 numbers should be the same as your FY 2012 annual report. FY 2013 numbers should be an estimate based on available FY 2013 data. FY 2014 and FY 2015 should be numbers that you have set as a goal in the Performance Objective.*** *(**NOTE:** New applicants for this grant should complete FY 2012 column based on data from FY 2012 clinical practice.)* Only complete for patients in your project population. The numbers reported in this table will be used to evaluate your performance in the annual report. Gray areas will be filled in on the quarterly and annual reports; **do not** fill them in at this time.

Performance Objective 3a: _____% of new families seen in clinic will be educated to the ***negative*** effects of ***smoking*** during pregnancy.

PO 3a: New families seen in clinic and educated to the *negative* effects of *smoking* during pregnancy

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
(a) Number of new families with members who smoke and were seen in clinic that received **smoking cessation education**				
(b) Number of new families with members who reportedly smoke and were seen in clinic				
Percentage of new families with members who smoke and were seen in clinic that received **smoking cessation education***				

***Percentage = (a / b) x 100**

Performance Objective 3b: _____% of new families seen in clinic will be educated to the ***negative*** effects of ***consuming alcohol*** during pregnancy.

PO 3b: New families who were seen in clinic and educated to the *negative* effects of *alcohol consumption* during pregnancy

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
Number of new families who were seen in clinic and received education on **alcohol-related birth defects**				
Number of new families who were seen in clinic				
Percentage of new families who were seen in clinic and received education on **alcohol-related birth defects***				

***Percentage = (a / b) x 100**

Performance Objective 3c: _____% of new families seen in clinic will be educated to the ***positive*** effects of taking ***folic acid***.

PO 3c: New families seen in clinic and educated to the *positive* effects of taking *folic acid*

	FY 2012 (Baseline)	FY 2013	FY 2014	FY 2015
Number of new families who were seen in clinic and received **folic acid education**				
Number of new families who were seen in clinic				
Percentage of new families who were seen in clinic and received **folic acid education***				

***Percentage = (a / b) x 100**

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

Supporting Activities Table

Directions: State which staff members will be responsible for the following activities. Additional measurable activities that will assist in meeting this objective can be added at the bottom of this table. The Activity Status and Comments/Adjustments will be filled in on the quarterly and annual reports; **do not** fill them in at this time.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Develop and incorporate an intake protocol asking patients if they took folic acid preconceptionally or smoked and/or consumed alcohol or other drugs during pregnancy.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Ensure that greater than 90% of patients who admit to smoking, drinking, or using drugs are referred to appropriate community cessation programs (e.g. Prenatal Substance Use Prevention Program (PSUPP), Indiana Tobacco QuitLine, Alcoholics Anonymous).*			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

*See Page 53 for a list of family resources available through ISDH.

A. Pediatric Endocrine Services

Performance Measure 4: Provide educational presentations to health care professionals and college or graduate level students.

Directions for Completion

Please complete the tables below. Report the total number of presentations given by your project staff. Calculate the Percent Completed only for the current year. Do **not** count one talk under two different audiences; each presentation should be included in the column that corresponds to the majority of the audience. Please see **Pediatric Endocrine Services Definitions** on page 53 for more information concerning types of audiences.

Performance Objective 4: Project staff provided _____ presentations.

	# of Talks						
Main audience:	**FY 2013 Actual**	**FY 2014 Actual**	**FY 2014 Estimated**	***FY 2014 % Completed***	**FY 2015 Actual**	**FY 2015 Estimated**	***FY 2015 % Completed***
Health care professionals and college or graduate level students							
Other presentations							
Total							

Percent completed = [Number of talks given / Estimated number of talks] x 100

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

Directions: State the Activity Status and provide any Comments/Adjustments for the following activities. Additional measurable activities that will assist in meeting this objective can be added at the bottom of this table.

Activity	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
Evaluation sheets will be collected for each talk; feedback from evaluation sheets will be used to modify and improve presentation.			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
Audience size will be counted at each talk. (**Note**: Attendance or evaluation sheets may be used to determine these numbers.)			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	
			☐ Initiated ☐ Ongoing ☐ Other ☐ Does not apply	

A. Pediatric Endocrine Services

PROJECT SPECIFIC PERFORMANCE MEASURE:

PERFORMANCE OBJECTIVE:

GOAL:

Type of Service Provided	FY 2013	FY 2014	Percent change from previous year

Percent change = [(2014 #s – 2013 #s) / 2013 #s] x 100

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

PROJECT SPECIFIC PERFORMANCE OBJECTIVE:

Work Plan Activities	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	

A. Pediatric Endocrine Services

PROJECT SPECIFIC PERFORMANCE MEASURE:

PERFORMANCE OBJECTIVE:

GOAL:

Type of Service	FY 2014	FY 2015	Percent change from previous year

Percent change = [(2015 #s – 2014 #s) / 2014 #s] x 100

PERFORMANCE OBJECTIVE MET: ☐ ***YES*** ☐ ***NO***

PROJECT SPECIFIC PERFORMANCE OBJECTIVE:

Work Plan Activities	Documentation Used	Staff Responsible	Activity Status	Comments/Adjustments
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	
			☐ Initiated ☐ Ongoing ☐ Completed ☐ Other	

Appendix 1

Pediatric Endocrine Services Providers
Performance Objective Summary
FY 2014 & FY 2015

FY 2014

	MET	
PERFORMANCE OBJECTIVE 1a:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 1b:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 1c:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 2a:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 2b:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 2c:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 3:	☐ ***YES***	☐ ***NO***
PERFORMANCE OBJECTIVE 4:	☐ ***YES***	☐ ***NO***

Percent of NS Required Performance Objectives Met _____

Number of Project Chosen Objectives Met _____

Total Number of Project Chosen Objectives _____

Percent of Project Chosen Objectives Met _____

Appendix 2

Pediatric Endocrine Services
DEFINITIONS
FY 2014 & FY 2015

Definitions are listed according to appearance in the application.

Performance Measures 1 and 2

Consultative services – A visit with a patient where the grantee is **not** the primary provider of services.

Direct services - A visit with a patient where the grantee is the primary provider of services**.**

Contact Information for ISDH Family Support Resources

- **Children's Special Health Care Services** (CSHCS)
  - 2 North Meridian Street, 7B, Indianapolis, IN 46204
  - (800) 475-1355 (phone)
    - Option 1 - Spanish Interpretation
    - Option 2 – Application Status or Eligibility/Reevaluation Information
    - Option 3 – Prior Authorization, Care Coordination or Insurance Updates
    - Option 4 – Travel Inquiries or Travel Reimbursement
    - Option 5 – Payment of Claims
    - Option 6 – Provider Relations & Provider Agreement

- **Indiana Family Helpline**
  - (800) 433-0746 (voice)
  - (866) 275-1274 (TTY / TDD)

- **Indiana Tobacco Quitline**
  - (800) QUIT-NOW
- **Prenatal Substance Use Prevention Program** (PSUPP)
  - PSUPP Director, Indiana State Department of Health
  - 2 North Meridian Street, Indianapolis, IN 46204
  - 317-233-1325 (phone)
  - 317-233-1300 (fax)
  - A list of PSUPP Program Clinics is available at http://www.in.gov/isdh/22245.htm.

Performance Measure 3

College or graduate level students – Includes nursing and medical students.

Appendix 3

Descriptions for Final or Best Working Diagnosis Table

(Five examples for each are listed.)

Chromosomal / Single gene
(includes cytogenetic and mutation analysis)
1) Trisomies
2) 45,X
3) 47,XXY
4) Fragile X
5) 22q11.2 deletion

Metabolic / Endocrine
1) PKU
2) Galactosemia
3) Hypothyroidism
4) Cystic Fibrosis
5) Tay-Sachs disease

Neuromuscular
1) Huntington disease
2) Muscular dystrophy
3) Mitochondrial disorders
4) Myasthenia gravis
5) Glycogen storage diseases

Skeletal / Connective Tissue
1) Marfan syndrome
2) Ehlers-Danlos syndrome
3) Tuberous sclerosis
4) Neurofibromatosis
5) Dysplasias

Hematologic
1) Hemophilia A
2) Other hemophilias
3) Alpha-thalassemia
4) Beta-thalassemia
5) Sickle cell anemia

Functional Disorders
1) Autism
2) Epilepsy
3) Cerebral palsy
4) Mental retardation
5) Failure to thrive / growth retardation

Single Malformation
1) Limb abnormalities
2) Anencephaly
3) Myelomeningocele
4) Cleft lip and/or palate
5) Heart defects

Reproductive Risk
1) Infertility
2) Consanguinity
3) Exposures
4) Known carrier
5) Increased empiric risk

Multiple Congenital Anomalies
1) CHARGE
2) VATER / VACTERL
3) MURCS
4) Pierre-Robin sequence
5) Potter sequence

Multiple Malformation
(More than one malformation is present and the overall gestalt does not match any known association or syndrome or sequence.)

NS DEFINITIONS
FY 2014 & FY 2015

Client/Patient – A recipient of services that are supported by program expenses funded in whole or in part by Newborn Screening (NS) dollars

Program Expenses – any expense included in the budget that the NS project proposes to be funded by NS dollars (includes staff, supplies, space costs, etc.)

Types of Clients – Pregnant women, infants, children, adolescents, adult women and families

NS Supported Services –

- Direct medical and dental care: Family Planning, Prenatal Care, Child Health (infant, child adolescent), Women's Health
- Enabling services: Prenatal Care Coordination, Family Care Coordination

These definitions will allow NS projects to include all clients seen that are funded by NS dollars in their client count. They will also allow projects to enroll all clients that are served by staff paid with NS funds.

Cultural Competence -
Cultural competence requires that organizations:

- Have a defined set of values and principles and demonstrate behaviors, attitudes, policies and structures that enable them to work effectively cross-culturally;
- Have the capacity to (1) value diversity, (2) conduct self-assessment, (3) manage the dynamics of difference, (4) acquire and institutionalize cultural knowledge, and (5) adapt to diversity and the cultural contexts of the communities they serve;
- Incorporate the above in all aspects of policy making, administration, practice, and service delivery and involve systematically consumers, key stakeholders and communities.

Cultural competence is a developmental process that evolves over an extended period. Both individuals and organizations are at various levels of awareness, knowledge and skills along the cultural competence continuum. (adapted from Cross et al., 1989)

INDIANA STATE DEPARTMENT OF HEALTH
MATERNAL AND CHILD HEALTH SERVICES
GRANT APPLICATION SCORING TOOL

FY 2014 & FY 2015 NS Application Review Score: _____

Applicant Agency: _____
Project Title: _____
Reviewer: _____
Date of Review _____

Content Assessment

1.0 Applicant Information – Form A is complete (3 points)

Includes ***all*** of the following elements

____ Title of Project
____ Federal I.D. #
____ Medicaid Provider #
____ FY 2013 NS contract amount
____ Funds requested FY 2014 & FY 2015
____ Complete sponsoring agency data
____ Project Director signature
____ Authorized legal signature
____ County Health Officer signature
____ Secretary of State registration

1.0 Score:_____
(3 points maximum)

2.0 Table of Contents

Table indicates the pages where each Section begins including appendices. □ Yes □ No

***This document is an adaptation of an instrument by Dr. Wendell F. McBurney, Dean, Research and Sponsored Programs, Indiana University-Purdue University at Indianapolis. Dr. McBurney has granted permission of use of this adaptation.**

3.0 NS Proposal Narrative

3.1 Project Summary includes ***all*** of the following elements

____ Relates to NS services only
____ Identifies problem(s) to be addressed
____ Objectives are stated
____ Overview of solutions (methods) is provided

3.2 Form B

- NS Project Description (B-1)

____ Brief history is included
____ Problems to be addressed are identified
____ Objectives and workplan are summarized

- Clinic Site information (B-2)

____ Project locations are identified
____ Target population and numbers to be served by site are identified
____ NS and Non-NS budget information per site is included

Comments:

3.0 Score:_____
(30 points maximum)

4.0 Applicant Agency Description

Flows from general to specific and includes ***all*** of the following elements:

4.1 Description of sponsoring agency

____ Mission statement
____ Brief history
____ Description of administrative structure (organization chart is included)
____ Project locations

4.2 Discussion of proposer's role in community and local collaboration (MOUs and MOAs attached if not previously submitted)

Comments:

4.0 Score:_____
(5 points maximum)

5.0 Outcome and Performance Objectives and Activities

____ Performance objectives are completed
____ Appropriate activities are included
____ Appropriate measures, documentation, and staff responsible for measuring activities are included

Comments:

5.0 Score:_____
(15 points maximum)

6.0 Evaluation Plan Narrative

____ Project-specific objectives are measurable and related to improving health outcomes
____ Plan explains how evaluation methods reflected on the Performance Measures tables will be incorporated into the project evaluation
____ Staff responsible for the evaluation is identified
____ What data will be collected and how it will be collected are identified
____ How and to whom data will be reported are identified
____ Appropriate methods are used to determine whether measurable activities and objectives are on target for being met
____ If activities and objectives are identified as not on-target during an intermediate or year-end evaluation and improvement is necessary to meet goals, who is responsible for revisiting activities to make changes which may lead to improved outcomes
____ Methods used to evaluate quality assurance (e.g. chart audits, client surveys, presentation evaluations, observation) are described
____ Methods used to address identified quality assurance problems

Comments:

6.0 Score:_____
(10 points maximum)

7.0 Staff

____ Staff is qualified to operate proposed program
____ Staffing is adequate
____ Job description and curriculum vitae of key staff are included as an appendix

Comments:

7.0 Score:_____
(4 points maximum)

8.0 Facilities

____ Facilities are adequate to house the proposed program
____ Facilities are accessible for individuals with disabilities
____ Facilities will be smoke-free at all times
____ Hours of operation are posted and visible from outside the facility

Comments:

8.0 Score:_____
(4 points maximum)

9.0 Budget and Budget Narrative

____ Relationship between budget and project objectives is clear
____ All expenses are directly related to project
____ Time commitment to project is identified for major staff categories and is adequate to accomplish project objectives

Comments:

9.0 Score:_____
(18 points maximum)

9.1 Budget and Budget Narrative Forms

____ Budget page 1is complete for each year
____ Budget narratives include justification for each line item and are completed for each year
____ Budget correlates with project duration
____ Funding received from ISDH (Form C) is complete
____ Information on each budget form is consistent with information on all other budget forms

9.1 Score:_____
(4 points maximum)

10.0 Minority Participation

____ Statement regarding minority participation in program design and evaluation

Comments:

10.0 Score:_____
(2 points maximum)

11.0 Endorsements

____ Endorsements are from organizations able to effectively coordinate programs and services with applicant agency
____ Memoranda of Understanding (MOU) clearly delineate the roles and responsibilities of the involved parties in the delivery of community-based health care
____ Endorsements and/or MOUs are current
____ Endorsement or MOU with Local Public Health Coordinator
____ Letters and a summary of the proposed program have been sent to all health officers in jurisdictions within the proposed service area (unless health officer(s) has signed Form A)

Comments:

11.0 Score:_____
(5 points maximum)

TOTAL SCORE (To be calculated by Business Management staff):_____
(100 points maximum)

CHECKLIST **To be completed by Business Management Staff**

The following forms are completed:

Application Information – **Form A** □ Yes □ No

NS Project Description – **Form B** (B-1, B-2) □ Yes □ No

Funding Received thru ISDH – **Form C** □ Yes □ No

Informing Local Health Officers of Proposed Submission

- Includes letters to all health officers in jurisdictions included in proposed service area(s) or signature(s) of health officer(s) on Form A □ Yes □ No

Project Performance During FY 2012 & FY 2013

The Regional Health Systems Development Consultant (primary reviewer) should describe below performance achievements and/or problems/concerns identified in review of the FY 2012 & FY 2013 Annual Performance Reports that are relevant to this proposal.

(The rest of this page left blank intentionally)